

CAUTION:

**IF YOU ARE USING A PUBLIC ACCESS
COMPUTER, (I.E., PUBLIC LIBRARY, ETC.)
BE CERTAIN YOU DRAG THIS FORM TO THE TRASH CAN
AND EMPTY THE TRASH WHEN FINISHED.**

**THIS WILL PREVENT UNAUTHORIZED
ACCESS TO PERSONAL INFORMATION SUCH AS
YOUR NAME, HOME ADDRESS, AND
SOCIAL SECURITY NUMBER.**

U.S. Department of Health and Human Services
National Institutes of Health

NIH Loan Repayment Programs

ICD Recommendation for LRP Funding

Instructions for the Loan Repayment Program Coordinator:

Please read the reverse and then complete Sections A and B only.

Attach this form to a copy of the offer of employment, Form NIH 2674-3--
Pages 2, 3, and 4 (*if applicable*), and their required attachments.

*Send the completed package to the National Institutes of Health Loan
Repayment Programs, Federal Building, Room 604, Bethesda, Maryland
20892-9121.*

Section A -- Applicant Data

1. Applicant's Name (<i>Last, first, middle</i>)	1a. ICD	1b. Social Security No.
2. Position Title (<i>e.g., Staff Fellow, Clinical Associate, etc.</i>)	2a. Pay Plan/Occupational Series -	2b. Grade (<i>if appropriate</i>)
3. Indicate the NIH loan repayment program that the applicant is applying to <input type="checkbox"/> General Research Loan Repayment Program <input type="checkbox"/> AIDS Research Loan Repayment Program <input type="checkbox"/> Clinical Research Loan Repayment Program for Individuals from Disadvantaged Backgrounds	4. Loan Repayment Committee (LRC) Review Date	5. Anticipated program eligibility date (<i>Initial applications only. See reverse for instructions.</i>)
6. NIH salary at program eligibility date (<i>Initial applications only. See reverse for special instructions.</i>)	7. Contract length (<i>to commence upon program eligibility date</i>) <input type="checkbox"/> Initial (2 years) <input type="checkbox"/> Initial (3 years for General Research LRP only) <input type="checkbox"/> Renewal (1 year)	
8. Type of Assignment <input type="checkbox"/> Permanent assignment <input type="checkbox"/> Temporary assignment	8a. If assignment is temporary, when does it end?	8b. Can this be extended? <input type="checkbox"/> Yes <input type="checkbox"/> No

Section B -- ICD Recommendations and Concurrences

1. Initiating official (<i>Advisor/Supervisor</i>)	Date	2. Lab/Branch Chief	Date
3. Program Director (<i>Intramural Scientific Director or Extramural Program Director</i>)	Date	4. Personnel Officer (<i>See reverse for special instructions.</i>)	Date
5. ICD Loan Repayment coordinator	Date	6. ICD Director	Date

**Application Instructions for the National Institutes of Health (NIH)
Loan Repayment Programs (LRP)**

**Instructions for Loan Repayment Program Coordinators
Form NIH 2674-3 (Revised 9/96)**

General

- Upon receipt of pages 2-4 of the "ICD Recommendation" forms (NIH 2674-3, Pages 2-4), complete Section A of page 1 and coordinate the clearance process of Section B.
- Applications completed and endorsed by your ICD should be forwarded to the LRP, Federal Building, Room 604, Bethesda, Maryland 20892-9121.
- Contact the LRP at (301) 402-0853 for assistance and deadline dates for the current fiscal year.

Item

4. Loan Repayment Committee (LRC) Review Date

Enter the date of the next LRC review meeting. Review dates and application deadlines are released regularly by the Director, LRP. Call (301) 402-0853 if you have questions.

5. Anticipated Program Eligibility Date

An applicant who has begun or will begin a qualified NIH research assignment prior to LRC review and approval may *not* be considered retroactive to the date that such an assignment began. Enter the next date of the LRC review for these applicants. Their two-year (or three-year for General Research LRP) NIH service commitment begins on this date.

An applicant who is selected for participation by the LRC prior to commencing a qualified NIH research assignment becomes eligible upon their entry-on-duty date to such an assignment. Enter the anticipated EOD date for applicants seeking preselection.

7. Contract Length

Individuals must serve an initial, two-year (or three-year for General Research (LRP) service contract prior to being considered for one-year, renewal contracts.

**Special instructions for ICD Personnel Officials
Form NIH 2674-3 (Revised 9/96)**

ICD Coordinators should complete and Personnel Officers must confirm the following:

- Candidate employability during the entire LRP contract period, which begins on the program eligibility date entered in Section A, Item 4 (two years for AIDS Research and Clinical Research LRPs or three years for General Research LRP); and
- Basic NIH salary entered in Section A, Item 5, as of applicant's program eligibility date. For applicants employed under the Commissioned Corps pay plan, salary is comprised of base pay plus quarters, subsistence, and variable housing allowances. Special and bonus pays, such as board certified, contract, and

variable incentive pays, are not included. Similarly, for applicants under the General Schedule pay plan, Physicians Comparability Allowances (PCA) are not included in the salary calculation. However, pursuant to Title 5, Code of Federal Regulations Section 595.105(e), an individual receiving a PCA who is accepted into the LRP must have his/her PCA reduced by the amount of the loan repayment upon entry to the LRP.

Also, please attach a copy of the candidate's SF-50, USPHSCC personnel orders, or SPO commitment letter.

U.S. Department of Health and Human Services National Institutes of Health NIH Loan Repayment Programs ICD Recommendation: Proposed Research Assignment	Applicant's Name <i>(Last, first, middle)</i> Applicant's Instructions: Using only the space provided, provide a description of your proposed research assignment, including your specific responsibilities and role in conducting the research. For the AIDS Research LRP, see special instructions on back.
--	---

Name of candidate's advisor/supervisor	Title	Signature <i>(Advisor/supervisor's endorsement)</i>	Date
--	-------	--	------

NIH Loan Repayment Programs

Clinical Research

Definitions

Clinical research: Biomedical and behavioral studies of etiology, epidemiology, prevention (and prevention strategies), diagnosis, or treatment of diseases, disorders or conditions, including but not limited to clinical trials.

Clinical researchers: Individuals with M.D., Ph.D., D.O., D.D.S., D.M.D., R.N., or equivalent degrees who have been granted clinical privileges by the Clinical Center Medical Board or an appropriate credentialing board.

AIDS Research

“Activities Constituting AIDS Research”

Adopted by the AIDS Loan Repayment Committee on November 19, 1993

The following parameters define whether a proposed research assignment meets the criteria for coverage under the NIH AIDS Research Loan Repayment Program--that is, whether the incumbent will be “Primarily” engaged in AIDS research. “Primarily” engaged in AIDS research is defined as AIDS research activities that constitute at least 80% of a researcher’s time. Clinical Associates, whose intent is to primarily engaged in AIDS research, must engage in qualified AIDS research for at least three months in the first year of their program, with a total of fifteen months of qualified AIDS research during their two-year contract. AIDS researchers include registered nurses who are principal or associate investigators in AIDS research studies.

1. AIDS research includes studies of the human immunodeficiency virus (HIV), the pathophysiology of HIV infection, the development of models of HIV infection and its sequelae, cofactors predisposing to HIV infection and AIDS or its sequelae, and the development of vaccines and therapeutics. More specifically, the following research activities are included:
 - a. Studies of HIV and related retroviruses;
 - b. Studies of the mechanism(s) by which HIV and related retroviruses establish infection and infect host cells;
 - c. Studies of the mechanism(s) by which HIV and related retroviruses cause disease, including studies of the immune deficiency induced by HIV and related retroviruses;
 - d. Studies of the pathophysiology of host response to HIV infection;
 - e. Studies of *in vivo* or *in vitro* models of human HIV infection and its sequelae;
 - f. Epidemiologic studies of HIV and related retrovirus infection;
 - g. Clinical trials involving prophylaxis or therapy for HIV infection or its sequelae;
 - h. Preclinical studies aimed at the development of therapy for or prevention of HIV infection and the immunodeficiency caused by HIV infection and its sequelae;
 - i. Cofactors predisposing to acquiring HIV infection and/or the progression of HIV-related disease;
 - j. Basic studies and clinical trials involving vaccines or other immunological or chemotherapeutic interventions for the prevention of HIV infection and its sequelae;
 - k. Studies into the transmission of HIV involving high-risk behaviors and research concerning the interruption of transmission by behavioral change and pharmacologic intervention; and
 - l. Basic studies of the societal impact of and response to the HIV/AIDS epidemic, including subgroups within the population.
2. AIDS researchers include scientists who are intellectually engaged in the process of providing scientific direction and guidance in programs of original AIDS research, specifically, epidemiologists, statisticians, and others who are involved in the design and conduct of research studies. The duties of such scientists may include the generation and design of studies of collation and analysis of data; and/or the preparation and publication, as author or co-author, of studies in peer-reviewed journals.
3. AIDS researchers include physicians and registered nurses who are providing care for HIV-infected individuals who are subjects of HIV-related research.

U.S. Department of Health and Human Services National Institutes of Health	Applicant's Name (<i>Last, first, middle</i>)	
NIH Loan Repayment Programs ICD Recommendation: Description of Branch/Laboratory/Section Research	Advisor/Supervisor's Instructions: A. Using only the space provided below, provide a description of the current research conducted in the branch/laboratory/section in which the applicant will be employed. B. Attach your current C.V.	
Name of Branch/Laboratory/Section	Name of applicant's Advisor and/or Director Supervisor(s)	Date

<p>U.S. Department of Health and Human Services National Institutes of Health</p> <p>NIH Loan Repayment Programs</p> <p>ICD Recommendation: Research Accomplishments (For Renewal Applications Only)</p>	<p>Applicant's Name (<i>Last, first, middle</i>)</p>
	<p>Applicant's Instructions:</p> <p><i>(For completion by renewal applicants only.)</i></p> <p>Using only the space provided below, describe your research accomplishments during the current LRP contract period. In addition to this description, you may attach research findings, abstracts presented, and other materials in support of your renewal application.</p>

<p>Name of candidate's advisor/supervisor</p>	<p>Title</p>	<p>Signature <i>(Advisor/supervisor's endorsement)</i></p>	<p>Date</p>
---	--------------	--	-------------

<p>U.S. Department of Health and Human Services National Institutes of Health</p> <p>NIH Loan Repayment Programs</p> <p>ICD Recommendation: Research Training Plan</p>	<p>Applicant's Name (<i>Last, first, middle</i>)</p> <hr/> <p>Advisor/Supervisor's Instructions: Using the space below and on the back of this form, provide a detailed description of the applicant's mentoring program. Specify the types of training interactions the incumbent will have with you; what training mechanisms will be used; what research methods and scientific techniques will be taught; what journal clubs or groups the applicant will join; and what conferences and seminars will be attended.</p> <p>If another laboratory staff member will be involved in the mentoring program, please provide his/her name and C.V., and describe his/her degree of involvement.</p>
<p>Advisor/Supervisor's Name</p>	<p>Name of ICD/Branch/Laboratory/Section</p>